

# Overview of Physician Reporting New York State Cancer Registry

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New York State Cancer Registry

## Topics covered

- New York Cancer Registry
- Physician Reporting
- Health Commerce System (HCS)
- Reportable Conditions
- Identifying Cases
- Reporting Cases Electronically
- Resources

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## New York State Cancer Registry

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New York State Cancer Registry

## New York State Cancer Registry (NYSCR)

- Part of the New York State Department of Health (NYSDOH), located in Menands, NY (near Albany)
- One of the oldest cancer registries in the county - the first regulation requiring reporting was passed in 1939
- Collects information used for:
  - determining cancer rates and trends for the State
  - health policy and planning
  - evaluation of cancer control activities
  - research into causes of cancer

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(NYSCR)

- The information collected includes:
  - anatomic site of the primary tumor
  - stage of disease at diagnosis
  - cell type (histology) of the cancer
  - first course of treatment
  - patient information (e.g., age, gender, race, address at time of diagnosis, place of birth, marital status)
- For more Registry information or NYS cancer statistics, go to <http://www.nyhealth.gov/statistics/cancer/registry/>

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## Source of cancer reporting

- Most case reports are received from hospitals.
- Many cancer cases are diagnosed and treated within the confines of the doctor's office, and therefore ***never received and counted***.
  - Examples: melanoma of the skin; prostate cancer; and many hematopoietic malignancies like polycythemia vera, chronic lymphocytic leukemia, and myelodysplastic syndrome

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## Physician Reporting

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### Do physicians have to report cancer cases?

- NYS Public Health Law §2401 says that  
*Every physician, dentist and other health care provider shall give notice immediately, but not later than 180 days of every case of cancer or other malignant disease coming under his or her care...*
- The NYSCR understands the burden this places on physicians. Therefore, we ask physicians to report their patients who are not hospitalized as inpatients for the malignancy soon after treatment decisions are made and initiated.

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## What about privacy and HIPAA?

- All information collected by the NYSCR is kept confidential, as required by Public Health Law §2402.
- HIPAA (Health Insurance Portability and Accountability Act) allows physicians to report cancer data to the NYSCR, a public health entity, without informed consent from each patient.

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## Physician reporting

- The NYSCR has developed a program to assist physicians in complying with this public health law.
- We know that the responsibility for reporting might be assigned to staff of varying levels of medical experience, computer skills, and time available.

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## Physician reporting program

- A secure on-line, user-friendly application created specifically for physician offices
- Various tools to assist in identification of cases, determining which cases to report, and reporting cases using the on-line application
- Representatives available to provide assistance as needed – simply
  - email [mdreports@health.ny.gov](mailto:mdreports@health.ny.gov) or
  - dial (518) 474-0971 and ask for help with physician reporting.

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## What does the physician's office need to do?

(Details are in future slides.)

- Obtain a Health Commerce System (HCS) account for every physician who diagnoses or treats patients for cancer.
- Obtain an HCS account for every staff designated to report cases.
- Identify potential cases and determine if the cases should be reported.
- Access the on-line application (using the HCS) to enter and submit the cases.

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## Health Commerce System (HCS)

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### What is the HCS?

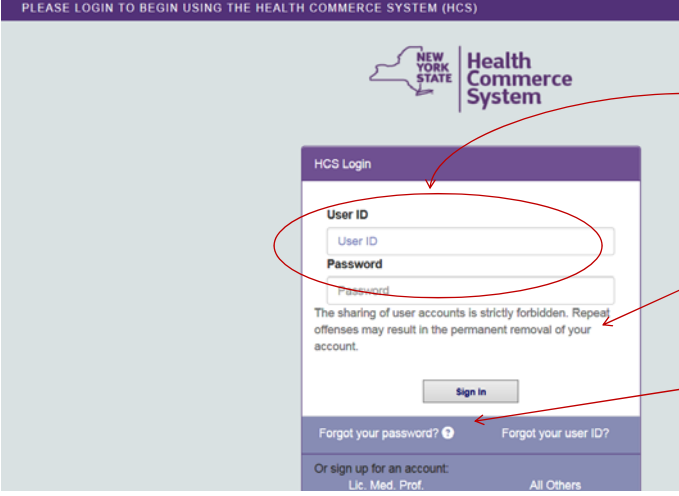
- The Health Commerce System was developed by the NYSDOH
  - as a resource for emergency preparedness and response, and
  - to support, integrate, and **securely** exchange health data and information using web-based technology.

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## HCS login page

([https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html))



PLEASE LOGIN TO BEGIN USING THE HEALTH COMMERCE SYSTEM (HCS)

NEW YORK STATE Health Commerce System

HCS Login


User ID

User ID

Password

The sharing of user accounts is strictly forbidden. Repeat offenses may result in the permanent removal of your account.

Sign In

Forgot your password?  Forgot your user ID?

Or sign up for an account:  
Lic. Med. Prof. All Others

Log into the HCS using your individual User Id and password.

Do not share accounts.

Links to assist with forgotten passwords.

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## HCS security

- Accounts are granted to individuals whose identity has been verified in a account request process.
- Once accounts are established:
  - Physicians can only view/submit cases associated with their own license number.
  - Designated staff can view/submit cases for physicians under whom they have been granted an affiliation.

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## Obtaining HCS accounts

- Each user must have his/her own HCS account with User Id and password.
- Contact the NYSCR (518-474-0971 or [MDReports@health.ny.gov](mailto:MDReports@health.ny.gov)) for information about establishing HCS accounts.

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## Additional features for physicians

- Order and customize official NYSDOH prescription forms
- Access the NYS Prescription Monitoring Program Registry
- Receive important health notifications/advisories
- Update his/her physician's profile
- Receive notification of potential prescription drug abuse cases
- Participate in DOH's Public Health Preparedness & Response Program

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## Reportable Conditions

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### The following types of cases are reportable:

- All **malignant** cancers, *except* basal cell and squamous cell of skin of non-mucoepidermoid sites
- All **in situ** cancer, *except* carcinoma in situ of the cervix uteri, cervical intraepithelial neoplasia, grade III (CIN III), and prostatic intraepithelial neoplasia, grade III (PIN III)
- All primary tumors of the following sites:
  - brain
  - meninges
  - spinal cord, cranial nerves and other parts of the central nervous system
  - pituitary gland, craniopharyngeal duct and pineal glands
- Borderline papillary or serous ovarian tumors

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## Determining reportability

- Refer to the “Guide to Determine Reportability for Physician Medical Practices”
  - list of reportable diagnoses
  - ICD-10-CM code order (or ICD-9-CM code order)
- The guide and other resources for physicians are located on the Physician Cancer Reporting profile page of the HCS or by contacting the NYSCR.

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## Identifying Cases (Casefinding)

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## Casefinding

- Casefinding is a systematic method of locating all potentially eligible cases to be reported to the NYSCR
- The best method(s) of casefinding will vary depending the following:
  - practice specialty
  - patient caseload
  - availability of reports/logs
    - disease index
    - billing reports (procedures and treatments)
    - appointment logs
    - laboratory/pathology reports

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## Casefinding steps

- Generate electronic lists using ranges of ICD-10-CM codes (or ICD-9-CM codes).
  - If electronic lists are not available, review billing reports, pathology reports, and appointment logs to find cases.
  - NYSCR staff can provide guidance with how to perform casefinding.
- Review all available medical information to determine whether the patient's diagnoses is a reportable condition.
- Determine if the patient has been hospitalized as an inpatient for the same malignancy.
  - If no or uncertain, the case must be reported by the physician.

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## Tracking casefinding process

- It is recommended that the physician office use a system to track casefinding, determination of reportability and case submission.
  - The NYSCR has designed two templates (MS Word, MS Excel) for use, if desired.
- Refer to the “Casefinding Guide for Physician Medical Practices” for more detail.
- The guide, templates, and other resources for physicians are located on the Physician Cancer Reporting profile page of the HCS or by contacting the NYSCR

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## Reporting Cases Electronically

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## Electronic Reporting using the HCS

- Log into the HCS using your individual user id and password.
- Access the cancer reporting application two ways
  - Click [Cancer Data Entry – Physicians](#) in the **My Applications** box
  - Click **My Content** on the menu bar, select **All Applications**, browse by letter **C**, select [Cancer Reporting – Physicians – Data Entry](#) from the alphabetized list

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## HCS home page (after login)

Two ways to access the application:

The screenshot shows the HCS home page after login. The navigation bar includes 'Home', 'My Content', 'Print', 'Search', and 'Help'. The 'My Applications' sidebar on the left contains a search box and a list of applications: 'Acronyms & Abbreviations', 'Application Access', 'Cancer Data Entry - Physicians' (circled in red), 'Secure File Transfer 2.0', and 'ServNY'. Below the sidebar is a 'Refresh My Applications List' button. The main content area features 'Important Health Events' with banners for 'ZIKA VIRUS RESPONSE', 'CYBERSECURITY', and 'NYS PMP'. Below this is 'Important Health Notifications' with a table of notifications:

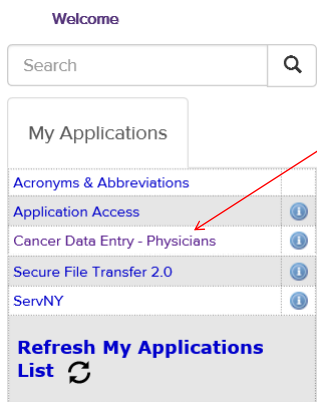
Posted	Priority	Keyword	Source	Audience	Description	Recipients
08/25/2017	Advisory	Commissioner's Letter	NYSDOH		Dr. Zuckers August Physician letter	Recipients
08/24/2017	Advisory	Infectious Disease	NYSDOH		Home Care and Hospice Care Advisory	Recipients

Below the table is a 'Newsroom Highlights...' section.


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## My Applications (a closer look)

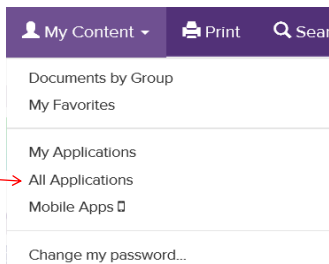


To access the on-line application for reporting cancer cases, simply click [Cancer Data Entry – Physicians](#) under **My Applications**.

For information about this application, a link to the Physician Manual, information about casefinding and reportability, or our contact information, click  to the right of [Cancer Data Entry – Physicians](#).

## HCS Applications list

Click **My Content** on the menu bar across the top. Then select **All Applications**.



Browse by letter **C** and then click [Cancer Reporting - Physicians - Data Entry](#) from the list.



## Welcome page

- The application will open to Welcome pages specific to the physician(s) for whom the user's HCS account is affiliated.
- The user can submit new cancer cases or respond to the NYSCR's requests for information on specific cases (followback cases).
- For detailed information about how to use the application, refer to the separate document (Physician Cancer Reporting using the NYSDOH Health Commerce System), click on **Help - Physician Manual**, or use the help icons ⓘ located on the entry forms.

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## Resources

- **Statistics and Cancer Information**
  - NYS Cancer Registry  
<http://www.health.ny.gov/statistics/cancer/registry/>
  - CDC National Program of Cancer Registries  
<http://www.cdc.gov/cancer/npcr/>
  - National Cancer Institute, Surveillance Epidemiology and End Results (SEER)  
<http://seer.cancer.gov/>
  - North American Association of Central Cancer Registries (NAACCR)  
<http://www.naacr.org>

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## Resources

- Cancer Registration/Training
  - National Cancer Institute, Surveillance Epidemiology and End Results (SEER)  
<http://seer.cancer.gov/registrars/>  
<http://seer.cancer.gov/training/index.html>
  - Hematopoietic and Lymphoid Malignancies  
<http://seer.cancer.gov/tools/heme/>